POST COLLECTION PROCEDURES

Unclassified

Post Collection

continued

- After all specimens have been collected the DTPAM/UPL will:
  - Re-verify SSN's on all ledgers, DD Form 2624s, and bottle labels
  - Ensure that ledgers and DD Form 2624s are signed, and labels are initialed
  - Place each DD Form 2624 into the corresponding specimen container
  - Disinfect the DTPAM/UPL work area

Post Collection

continued

- Chain of Custody Entries
  - Scenario one
    - DTPAM/UPL collects specimens
    - DTPAM/UPL releases specimens to SAPC
    - This is if we are with you

	DATE (YYMMDD) a.	RELEASE BY b.	RECEIVED BY c.	PURPOSE OF CHANGE / REMARKS d.
(1)	050727	SIGNATURE DONOR NAME DONOR	SIGNATURE NAME JOHN DOE	SPECIMENS RECIEVED FROM DONOR
(2)	050727	SIGNATURE NAME JOHN DOE	SIGNATURE NAME MITCHELL / TUGGLE	SPECIMENS RELEASED TO SAPC
(3)		SIGNATURE NAME	SIGNATURE NAME	
(4)		SIGNATURE NAME	SIGNATURE NAME	
(5)		SIGNATURE NAME	SIGNATURE NAME	
(6)		SIGNATURE NAME	SIGNATURE NAME	
(7)		SIGNATURE NAME	SIGNATURE NAME	
(8)		SIGNATURE NAME	SIGNATURE NAME	
(9)		SIGNATURE NAME	SIGNATURE NAME	
(10)		SIGNATURE NAME	SIGNATURE NAME	

BLOCK		USA	USN/MC	USAF
1	SUBMITTING UNIT	Message address of unit submitting urine samples		
2	ADDITIONAL SERVICE INFORMATION (SECOND ECHELON)	Do not use.	Message address of second echelon commander to whom submitting unit reports administratively.	Optional. May be used to identify the base POC.
3	BASE/ AREA CODE	Service code area.	Leave blank. for future use.	Four-character Base identification code (Ex, F-123). Comprises the first four characters of the full 10-character Base Identification Number (BIDN)
4	UNIT IDENTIFICATION CODE	Unit Identification Code (UIC or RUC) of unit		Do not use
5	DOCUMENT/BATCH NUMBER	Do not use	Enter the locally assigned batch number. Each batch of 12 samples, or portion thereof, shall be assigned a separate number by the submitting unit.	3-digit batch number common to all specimens in the shipment (Ex, 501). Comprises the middle part of the full 10-character BIDN assigned to each specimen.
6	DATE SPECIMEN COLLECTED	Enter the four-digit-year, two-digit-month, and two-digit-day that samples were collected by submitting unit.		
7	SPECIMEN NUMBER	Use number pre-printed on form.		Enter 3-digit sequential specimen number (last 3 characters of full BIDN).
8	COMPLETE SSN	Full SSN of person from whom sample obtained.		
9	TEST BASIS	Indicate the testing premise to conduct the collection		
10	TEST INFORMATION	Military: A= E1 - E4; B= E5 to E10; Civilian only: C= TDP Aviation; D= TDP Guard/Police; F= TD; AD/AP/CP Staff; G= other TDP; N= other nonmilitary	Leave Blank	Entry required only if additional testing is requested: P= Full Panel; S= Steroids; O= Other drugs- Provide clarification in attached message.
11	PRESCREEN	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if not screened prior to submission to lab.		Not used.

12 CHAIN OF CUSTODY (LINE (1))

a. DATE -Date of collection/shipment.
b. RELEASED BY - Signature and printed or typewritten name of the urinalysis coordinator having custody of the samples.
c. RECEIVED BY - Use only if physical change of custody is occurring prior to shipment. Otherwise leave blank.
d. PURPOSE OF CHANGE/REMARK - Specify the mode of accountable transportation/system utilized to ship specimens to the lab.

Note: Whenever custody of specimens changes other than for a shipment (unless hand carried to the lab). Each change requires line number signatures in the (b.) RELEASED BY and (c) RECEIVED BY blocks to document change in custody with comment in block (d). If a continuation sheet is necessary, it must contain information/signatures of blocks (a) - (d).

13 DAMAGE TO SHIPPING CONTAINER/DISCREPANCIES

Post Collection

continued

- Scenario two
  - DTPAM/UPL collects specimens
  - DTPAM/UPL locks specimens in safe storage
  - DTPAM/UPL retrieves specimens from safe storage
  - DTPAM/UPL gives specimens to SAPC

	DATE (YYMMDD) a.	RELEASE BY b.	RECEIVED BY c.	PURPOSE OF CHANGE / REMARKS d.
(1)	050727	SIGNATURE Donor NAME Donor	SIGNATURE NAME JOHN DOE	SPECIMENS RECEIVED FROM DONOR
(2)	050727	SIGNATURE NAME JOHN DOE	SIGNATURE SAFE STORAGE NAME SAFE STORAGE	SPECIMENS LOCKED IN SAFE STORAGE
(3)	050729	SIGNATURE SAFE STORAGE NAME SAFE STORAGE	SIGNATURE NAME JOHN DOE	SPECIMENS RETRIEVED FROM SAFE STORAGE
(4)	050729	SIGNATURE NAME John Doe	SIGNATURE NAME Mitchell / Tuggle	Specimens released to SAPC
(5)		SIGNATURE NAME	SIGNATURE NAME	
(6)		SIGNATURE NAME	SIGNATURE NAME	
(7)		SIGNATURE NAME	SIGNATURE NAME	
(8)		SIGNATURE NAME	SIGNATURE NAME	
(9)		SIGNATURE NAME	SIGNATURE NAME	
(10)		SIGNATURE NAME	SIGNATURE NAME	

BLOCK		USA	USN/MC	USAF
1	SUBMITTING UNIT	Message address of unit submitting urine samples		
2	ADDITIONAL SERVICE INFORMATION (SECOND ECHELON)	Do not use.	Message address of second echelon commander to whom submitting unit reports administratively.	Optional. May be used to identify the base POC.
3	BASE / AREA CODE	Service code area.	Leave blank. for future use.	Four-character Base identification code (Ex, F-120). Comprises the first four characters of the full 10-character Base Identification Number (BIDN)
4	UNIT IDENTIFICATION CODE	Unit Identification Code (UIC or RUC) of unit		Do not use
5	DOCUMENT/BATCH NUMBER	Do not use	Enter the locally assigned batch number. Each batch of 12 samples, or portion thereof, shall be assigned a separate number by the submitting unit.	3-digit batch number common to all specimens in the shipment (Ex, 501). Comprises the middle part of the full 10-character BIDN assigned to each specimen.
6	DATE SPECIMEN COLLECTED	Enter the four-digit-year, two-digit-month, and two-digit-day that samples were collected by submitting unit.		
7	SPECIMEN NUMBER	Use number pre-printed on form.		Enter 3-digit sequential specimen number (last 3 characters of full BIDN).
8	COMPLETE SSN	Full SSN of person from whom sample obtained.		
9	TEST BASIS	Indicate the testing premise to conduct the collection		
10	TEST INFORMATION	Military: A= E1 - E4; B= E5 to E10; Civilian only: C= TDP Aviation; D= TDP Guard/Police; F= TD; AD/AP/CP Staff; G= other TDP; N= other nonmilitary	Leave Blank	Entry required only if additional testing is requested: P= Full Panel; S= Steroids; O= Other drugs. Provide clarification in attached message.
11	PRESCREEN	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if not screened prior to submission to lab.		Not used.

12 CHAIN OF CUSTODY (LINE (1))

a. DATE -Date of collection/shipment.
b. RELEASED BY - Signature and printed or typewritten name of the urinalysis coordinator having custody of the samples.
c. RECEIVED BY - Use only if physical change of custody is occurring prior to shipment. Otherwise leave blank.
d. PURPOSE OF CHANGE/REMARK - Specify the mode of accountable transportation/system utilized to ship specimens to the lab.

Note: When custody of specimens changes other than for a shipment (unless hand carried to the lab). Each change requires line number signatures in the (b.) RELEASED BY and (c) RECEIVED BY blocks to document change in custody with comment in block (d.). If a continuation sheet is necessary, it must contain information/signatures of blocks (a) - (d).

13 DAMAGE TO SHIPPING CONTAINER/DISCREPANCIES

Post Collection

continued

- Transport/Mail all specimens to the SAPC office or place the specimens, and paperwork in safe storage

Post Collection

continued

- Removal from safe storage
  - State/squadron/unit SOP may indicate that the DTPAM/UPL places the specimens in safe storage and a full time service member removes and ships specimens at a later date

Questions?